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Change of Mentor Request Form

(To be filled out by the Mentee)

Note: This document is for general use in the ATA and is **NOT open for EDITS**. To fill it in with your personal information you can [DOWNLOAD IT](#) to use in Microsoft Word or [MAKE A COPY](#) to use in your Google Drive. [Find HERE](#) a short video about this process.

Date: _____

Legal / Spiritual Name _____

City _____ Country _____

Email address _____

Current Level in the Academy: _____

Current Mentor: _____

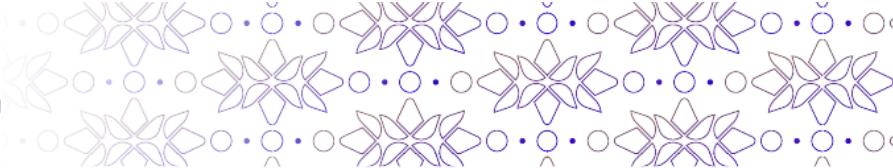
Proposed New Mentor: _____

Attach email from New Mentor confirming he/she has agreed to this mentorship.

Respond to the following questions:

- What is the reason for this request to change mentors?
- I have discussed with my current mentor the reason for this change, and we have agreed on the transfer of mentorship. If this discussion or agreement is not possible for some reason explain why.
- Attach email from current mentor confirming agreement to change.
- Have you previously changed mentors? Who was your previous mentor(s)? What was the reason for the change?

STOP HERE! Submit the first page to the [ATA Regional Administrator](#) for review before continuing.

**ATA**AQUARIAN
TRAINER
ACADEMY

After receiving approval from KRI for the change of mentor process to proceed, then work with your new mentor to fill out and submit the documents below to the [ATA Regional Administrator](#).

The transfer will be final once the following documentation is received by KRI. (Check the boxes)

- Mentor-Mentee Agreement completed with your New Mentor.
- [**Individual Development Plan**](#) completed with your New Mentor
- Role specific L1 Competency Evaluation Form (found on the [Trainer Support Website](#))
- Copy of statement or email from your current Mentor stating they have agreed to this change and have communicated directly with the New Mentor.
- Any requirements from current Mentor that had to have been fulfilled prior to transfer
- Copy of statement or email from your New Mentor stating they have accepted you as a mentee and have had direct communication about your progress and development with your current mentor.

For KRI to complete:

Date of approval of transfer: _____ Initials: _____

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